

How do I become a Wisconsin Shares provider?

When child care providers accept families who are part of the Wisconsin Shares child care subsidy program, they can offer more families in their community great, high-quality child care. They also get connected to resources—like YoungStar and Wisconsin’s Child Care Finder—that can help providers grow and improve their business. It only takes a few steps to start accepting Wisconsin Shares families.

Step 1

Know your status



To accept Wisconsin Shares subsidy payments, child care providers must be regulated by the Department of Children and Families (DCF) and have a YoungStar quality rating of 2 Stars or higher. Visit the Child Care Provider Portal at mywischildcareproviders.wisconsin.gov to make sure your licensing/certification and quality rating details and documents are up to date.

Step 2

Submit a list of your program’s prices

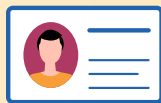
Licensed and out-of-state providers must provide their weekly full- and part-time prices to the local agency responsible for issuing child care authorizations. (Certified providers do not take this step.) Visit dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf to find the agency that serves your community.

Step 3

Complete the FIS Provider Agreement

Child care providers are required to have a completed agreement with Fidelity National Information Services (FIS), Wisconsin’s Electronic Benefit Transfer (EBT) card vendor. Need help? Call FIS Merchant Services at **1-800-894-0050** for assistance from 8 a.m. to 5 p.m., Monday through Friday.

To complete your FIS agreement, you’ll need:



Your FIS provider ID number. You can find it at the top of your New Provider Welcome letter or in the Child Care Provider Portal header (after you log in).



Your Tax Identification Number (TIN). You’ll receive future annual 1099K documents from FIS instead of the state of Wisconsin.



Checking account number for your business. Wisconsin Shares Payments from parents are made by Electronic Funds Transfer directly into your account.



Wisconsin Department of
Children and Families

[WIShares.WI.gov](https://wishes.wi.gov)



Here's a tip!

Want to receive your Wisconsin Shares child care subsidy payments as soon as possible? Before completing your FIS agreement, remember to select a payment cut-off time of 6 p.m. or earlier. This ensures funds will be deposited in your bank account the next business day. Funds processed after 6 p.m. are deposited in two business days.



You've completed all of the program requirements for providers! That means your business can start accepting Wisconsin Shares families. Take the next step. Learn how to maintain your eligibility at: dcf.wisconsin.gov/wishares/providers



Wisconsin Department of
Children and Families

Want to learn more about the Wisconsin Shares child care subsidy program? Visit dcf.wi.gov/wishares/providers today.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay service by dialing 711 to contact the department.